

The State Bar of California Application for Employment

Date: _____ Position: _____ Office: _____

1. PERSONAL INFORMATION					
Last Name		First Name		Middle	
Address where you can be reached (You must list street address. P.O. Box is not acceptable.)					
Street Address		Apt	City	State	Zip Code
Home #	Work #	Cell #	E-mail		
To complete our records, indicate all other names you have used while working or attending schools:					
Do you have relatives or persons you know who are employed or previously employed by the State Bar? Yes No If yes, indicate names, relationships and in which offices:					
Have you previously been employed by the State Bar? Yes No Have you previously worked as a temporary laborer or contractor at the State Bar? Yes No Have you previously been interviewed OR applied for employment with the State Bar? Yes No If yes, indicate dates, positions and outcome(s):					
Are you able to perform the essential functions of the position for which you are applying? Yes No If no, please explain:					
Do you have the legal right to work in the U.S.? Yes No					
Have you ever taken the California Bar Examination? Yes No Also do you have any intent to do so? Yes No					
Have you ever been fired, terminated, or had an employment contract terminated from any position for disciplinary or performance issues? Yes No If yes, explain on another page			State Bar employees are subject to criminal record clearance. Conviction of a felony may prevent employment. _____ initial		
How did you come to know about this position?					
2. JOB-RELATED INFORMATION					
Salary Expectations (Enter Numerical Value):		Date you can start employment here:		List languages you are fluent with:	
List technical knowledge, computer applications or pc skills you possess:					
List any other skills, abilities, knowledge, or achievements you acquired related to this position:					
List membership in professional organizations or associations, honors, licenses and publications you consider significant, date of admission to the State Bar of California (if applicable), and any other skills or information which may be important in considering your qualifications:					
California Bar admission date:			Bar Number:		
3. ACCREDIT EDUCATION					
Note: Applicants may be required to provide proof of diploma, degree, transcripts, license, certifications, and registrations.					
High School Graduate or GED? Yes No If yes, name and location of high school or GED Institute:					
NAME & ADDRESS	Dates Attended Begin - End		Major/Minor	Degrees, Diploma, License or Certificate Received	Date Graduated
University or Colleges					
Law or Professional Academic School(s)					
Other Accredited Study					
How many years of post-secondary education have you completed?					

4. EMPLOYMENT HISTORY			
List all employment for the past 10 years, or since leaving school, starting with your most recent position. Include job-related volunteer experience. All time should be accounted for. If you were unemployed for any period, state the nature of your activities during that time.			
	RESPONSIBILITIES	SUPERVISOR'S NAME AND CONTACT NUMBER	REASON FOR LEAVING
Current Employer			
Address			
City, State, Zip			
Dates employed (from/to)			
May we contact current employer? Yes No			
Position: Provide details on any supervisory role; include dates and context:			
Past employer name			
Address			
City, State, Zip			
Dates employed (from/to)			
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Past employer name			
Address			
City, State, Zip			
Dates employed (from/to)			
Position: Provide details on any supervisory role; include dates and context:			
Past employer name			
Address			
City, State, Zip			
Dates employed (from/to)			
Position: Provide details on any supervisory role; include dates and context:			
Past employer name			
Address			
City, State, Zip			
Dates employed (from/to)			
Position: Provide details on any supervisory role; include dates and context:			

For additional work history attach another sheet.

5. Provide three (3) Direct Report References. REFERENCES WHO SUPERVISED YOUR WORK		
Name of reference	Phone	Title of reference and employer's name
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All job offers are contingent upon results of a background clearance from the California Department of Justice.

I declare each of the answers given to the questions on this application to be complete and true to the best of my knowledge. I understand that any false, incomplete or incorrect statement may be cause for disqualification from the hiring process or dismissal. I authorize the investigation of all statements given in this application, including contacting former employers, educational institutions and professional references.

APPLICANT'S SIGNATURE

DATE